



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-04, Reminder of End To Printing of System-Generated Leave Error Reports and Addition of Transmission Results to the System for Time and Attendance Reporting (STAR 4.25 Web-Based Version)

Date: March 11, 2005

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to remind users that effective February 28, 2005, the system-generated TIME 4004, Leave Error Report, will no longer be available in hard-copy format and to announce several report availability changes to the System for Time and Attendance Reporting (STAR 4.25 Web-Based Version).

#### **Leave Error Reports**

As previously announced in Title I, Bulletin 04-10, End To Printing of System-Generated Leave Error Reports, dated September 2, 2004, Leave Error reports are now available on the Administrative Reports menu on the Reporting Center via a link on the Application Launchpad on the National Finance Center's (NFC) home page at [www.nfc.usda.gov](http://www.nfc.usda.gov). All users, even current Reporting Center users, were instructed to request access for this report, if needed.

Effective in Pay Period 4, 2005, Leave Error reports will also be available for the current pay period via STAR 4.25. Current STAR 4.25 users will automatically have access to leave error reports for the same contact point(s) that they currently have access to in STAR 4.25.

#### **Transmission Results Reports**

Effective Pay Period 05, 2005, a Transmission Results report will be added to STAR 4.25. This report allows timekeepers to confirm the status of transmitted T&A's online rather than using a Mainframe-assigned printer. Timekeepers may print this report, access the report multiple times, and access transmission reports from previous pay periods. No additional security access is required for this report.

The Transmission Results report replaces the Confirmation Report. In order to discontinue printing of the Confirmation Report, delete the printer designated in the Remote ID field on the Contact Point JCL tab in STAR 4.25.

### Printing The Reports

To print the reports, follow the customary procedure for printing with your Internet browser; however, please be advised that when printing the Leave Error Report, page orientation may need to be changed to Landscape.

Both reports are located on the Select An Action (for the Contact Point List) drop down menu (on the bottom left corner of the window).

### New Status

A new Status description, Sub (Submitted), has been added to STAR 4.25. This Status indicates that a transmitted T&A has been received and is waiting to be edited by TIME.

### Version Change

In accordance with these changes, STAR 4.25 will replace STAR 4.0. Because STAR 4.25 is a Web-based application, no action on the part of the user is necessary.

### STAR 4.25 Procedure

The STAR 4.25 procedure, which is available online at NFC's Web site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by Title/Chapter* then search for STAR 4.25 on the list provided.

### Inquiries

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about STAR 4.25 changes to Customer Support at **504-255-5230** or via e-mail at [customer.support@usda.gov](mailto:customer.support@usda.gov).



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